



Unit Support

About the Department

- A staff department tasked with providing administrative support for unit operations (Student Sections, Sections, Districts, Technical Divisions, Affinity Groups, Committees and Operating Boards, and ASME PeerLinkSM).
- Key functions include: financial transactions (expense reports, purchase orders, etc.), Honors & Awards (production & presentation, awards brochures, etc.), communications support (online roster & list-server, online communities, etc.), database administration (officer coding), general unit administration (scheduling meetings, name badges, etc.) and development & maintenance of volunteer tools.

Online Resources

- **Unit Leadership Resource Center**
 - An information source for sections, student section and division leaders:
<http://volunteer.asme.org/unit/>
- **Financial Reporting Tool**
 - The ASME Financial Reports Manager provides Unit Chairs and Treasurers access to their custodial accounts.
<http://my.asme.org/financials/GLReports.cfm>
- **Online Unit Roster**
 - Leaders can find their unit's member contact information, code officers, send email to the unit and download membership rosters.
<https://roster.asme.org/>
- **Volunteer E-Request Tool (VERT)**
 - A central portal that allows for submission of volunteer request using a simple online form.
<http://vorequest.asme.org>
- **ASME PeerLinkSM**
 - An online interaction tool designed with engineers' needs in mind with links to helpful resources, solutions and ideas from peers.
<http://peerlink.asme.org>
- **District & Section Location Search**
 - An online tool where one can search by location for district and section information
<http://forms.asme.org/unitsearch/>

Staff Contacts

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UNIT SUPPORT STAFF



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